



Applic No:	Rec No/Date:	Licence No
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**APPLICATION FOR PERMISSION TO PROVIDE CAFÉ FACILITIES  
ON A PUBLIC HIGHWAY**

**BUILDING AND PLANNING ACT 2020**  
**(ONLY APPLICABLE UNTIL 30.09.2021)**

**PART A: Particulars of Applicant**

Name of Applicant: .....

Contact Name (if organisation):.....

Address: .....

Post Code: ..... Tel No: .....

Fax No: ..... E-mail: .....

**PART B: Particulars of Premise**

Premise Name: .....

Type of Premise: .....

Address: .....

Post Code: ..... Tel No: .....

**PART C: Proposed Café Area**

Dimensions of area: ..... metres (width) by ..... metres (depth)

Does the area extend beyond the frontage of your own premise? YES/NO

If yes please submit written confirmation from your neighbour(s) of their agreement to your proposal to use the space in front of their premise.

Does your proposal meet the requirements relating pavement widths as outlined in Section 4 to the policy? YES/NO

If no, please explain why.

Application that do not meet the requirements relating to pavement widths and unobstructed pedestrian routes will only be approved if there are exceptional circumstances.

#### **PART D: Type of Equipment**

Proposed number of tables?	Proposed number of chairs?
Do you propose to use parasols? YES/NO	If YES, how many?
Please provide details of proposed tables/chairs/parasols giving design information, dimensions and colour (see Design Guide)	

#### **PART E: Means of Enclosure**

By what means is the proposed café to be enclosed?

Please provide photographs or manufacturer's illustration of barriers and/or planters if possible (see Design Guide)

## PART F: Plan Requirements

A plan must accompany this application showing the following details:

- (a) the outline of your building with accesses, including emergency accesses, clearly marked;
- (b) the outline of adjacent building(s) if your café area is to extend in front of your neighbour's premise;
- (c) the location of the kerb line;
- (d) the position of any street furniture, eg lamp posts, litter bins, trees, bollards, pedestrian crossings, etc, which must show how you will maintain social distancing;
- (e) measurements clearly marked;

## PART G: TIMES, DURATION & OPERATION

Times of Day: ..... Days of Week: .....

**Please Note: Licences will only be granted between the hours of 08:00 until 22:30, for town centre the hours will be 10:00 until 22:30**

Season (if applicable): .....

Will alcoholic drinks be served and consumed within the café area? YES/NO

If YES, please state: Premise Licence No: .....

Designated Premise Supervisor's Name: .....

Personal Licence No: .....

## PART H: ADDITIONAL DETAILS

(1) Have you taken the needs of disabled customers into consideration?

YES/NO

(2) Is your building listed or within a conservation area? (see Design Guide)

YES/NO

If you are unsure, the Council can advise you further, contact:  
Conservation Design Section, Planning Services, 01484 221000 or email  
[planning.contactcentre@kirklees.gov.uk](mailto:planning.contactcentre@kirklees.gov.uk)

- (3) Have you reviewed your staffing situation to ensure that you have sufficient staff to adequately manage the increased café area?

YES/NO

- (4) Have you put a cleaning schedule in place? (see Design Guide)

YES/NO

- (5) Do you currently have public liability insurance of £5,000.000 (five million pounds) and are you prepared to indemnify the Council against any claims arising from the café being located on the highway?

YES/NO

You will need to submit evidence of this with your application.

## **PART I: DECLARATION**

I declare that I am over 18 years of age and I certify that, to the best of my knowledge and belief, the information I have provided in this application form and on the submitted plans is both accurate and correct.

Signature of Applicant: .....

Name of company (if applicable): .....

Position in Company (if applicable): .....

Dated: .....

**You must email your completed application, including supporting documents, to**  
[licensing@kirklees.gov.uk](mailto:licensing@kirklees.gov.uk)

**Once a completed application is received a member of the licensing team will contact you to take payment.**

<b>PART J: CHECKLIST OF REQUIRED SUPPORTING DOCUMENTS</b>
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|---|--------------------------|
| Written confirmation from neighbouring premise (if applicable)  | <input type="checkbox"/> |
| Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed tables, chairs, parasols | <input type="checkbox"/> |
| Photographs, brochures or scaled drawings showing design, dimensions, colour and materials of proposed means of enclosure       | <input type="checkbox"/> |
| Public Liability Insurance for £5,000.000 (five million pounds)   | <input type="checkbox"/> |
| Photograph of public notice in situ   | <input type="checkbox"/> |
| A plan as detailed in PART F  | <input type="checkbox"/> |
| Additional details as required in PART H  | <input type="checkbox"/> |

**Personal Data**

We have recently updated our Privacy Notice about how we use personal data provided to the Council. Further information can be found at:  
<http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-other-licenses.pdf>